



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **STAFF COUNSEL**

**\$4,674 - \$7,828**

**LEGAL BRANCH, POLICY APPROVAL BUREAU, SAN FRANCISCO  
LIMITED TERM – 12 MONTH POSITION**

### **RESPONSIBILITIES:**

Under the direction of the Assistant Chief Counsel, the Staff Counsel independently, and in association with others, provides a broad range of legal services associated with the administration and enforcement of the California Insurance Code, such as: drafts legal research memorandums, both formally and ad hoc; responds to public inquiries; conducts a review and analysis of legislation; prepares and conducts administrative hearings; promulgates and revises regulations; provides legal guidance to department staff; conducts a review and analyses of company filings; works with and coordinates legal services provided by attorneys from the Office of the Attorney General or other counsel; represents the Department and the Commissioner in venues outside the organization and in meetings; and other activities.

### **DESIRABLE QUALIFICATIONS:**

- Strong background and relevant experience in insurance and title insurance law.
- Familiarity with the Insurance Code and related statutes and regulations.
- Familiarity with the California Administrative Procedure Act; experience in conducting administrative hearings, litigation, and/or corporate transactions.
- Strong analytical and inter-personal skills.
- Excellent written and verbal communication skills.
- Familiarity with computers and popular software; extensive knowledge of legal research methods.
- Ability to meet multiple deadlines and perform under pressure.

### **WHO MAY APPLY:**

This position is a limited term appointment of twelve months. Applications will be accepted from current State employees at the Staff Counsel level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the State application.*

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to the Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate “Staff Counsel, #231-5778-004 (Limited Term)” on the State application.** For additional information, please call (916) 492-3344.

**FINAL FILING DATE: May 23, 2007**

**NOTE:** Interested individuals, including list eligible candidates, must submit applications by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

dp 5/10/07